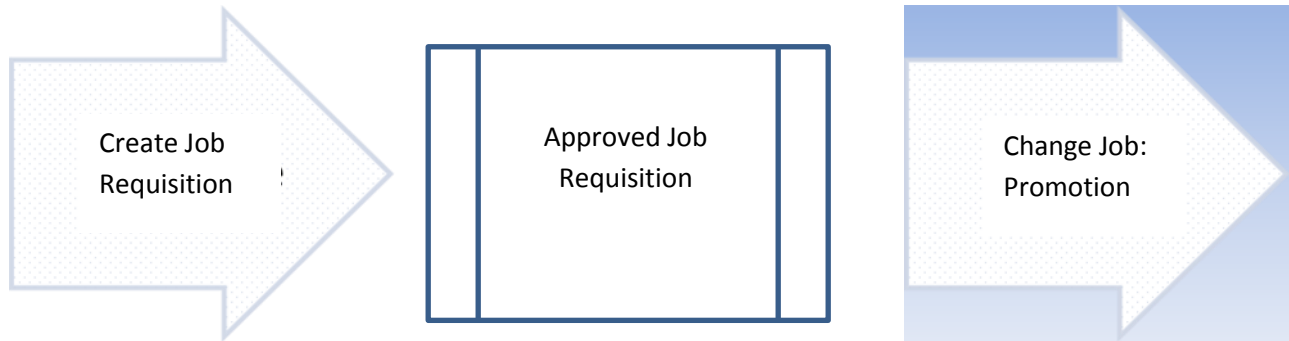


## FermiWorks

### Change Job: Promotion – Move Departments

**03.15.2015**



In order to promote a worker, two different processes must be completed in FermiWorks:

1. Create a Job Requisition: Promotion
2. **Change Job: Promotion**

This is the second process. A job requisition for a promotion must be created first so this position exists in the supervisory organization. Once the job requisition for a promotion has been approved, the Change Job > Promotion process can be completed in FermiWorks. To complete the promotion, follow the process below.

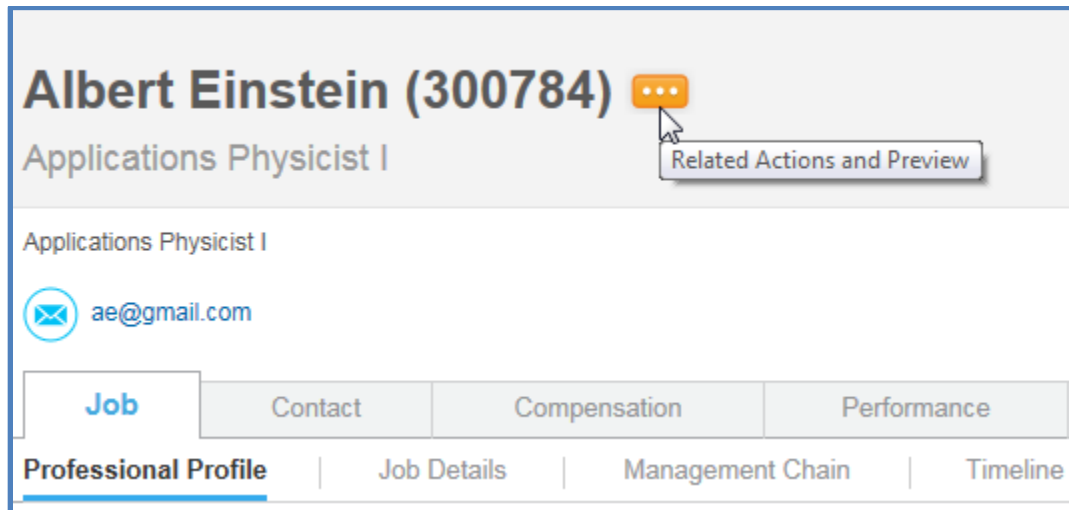
Start by accessing WDRS website > Forms > Human Resources Compensation > Promotion/Equity Job Change Justification form. Complete this form and save it to upload in the Attachment Section. Then proceed with the process below.


**NOTE:** If the worker is transferring into a different supervisory organization, the receiving manager may have to initiate this process in FermiWorks unless the current manager has the appropriate security level over the organization the worker is moving into.

1. Type the **Employee's Name** in the Search box.
2. Press **Enter**.
3. Select the employee from the Search Results list.

03.15.2015


4. Click the **Related Actions** for the employee.



**Albert Einstein (300784)** 

Applications Physicist I

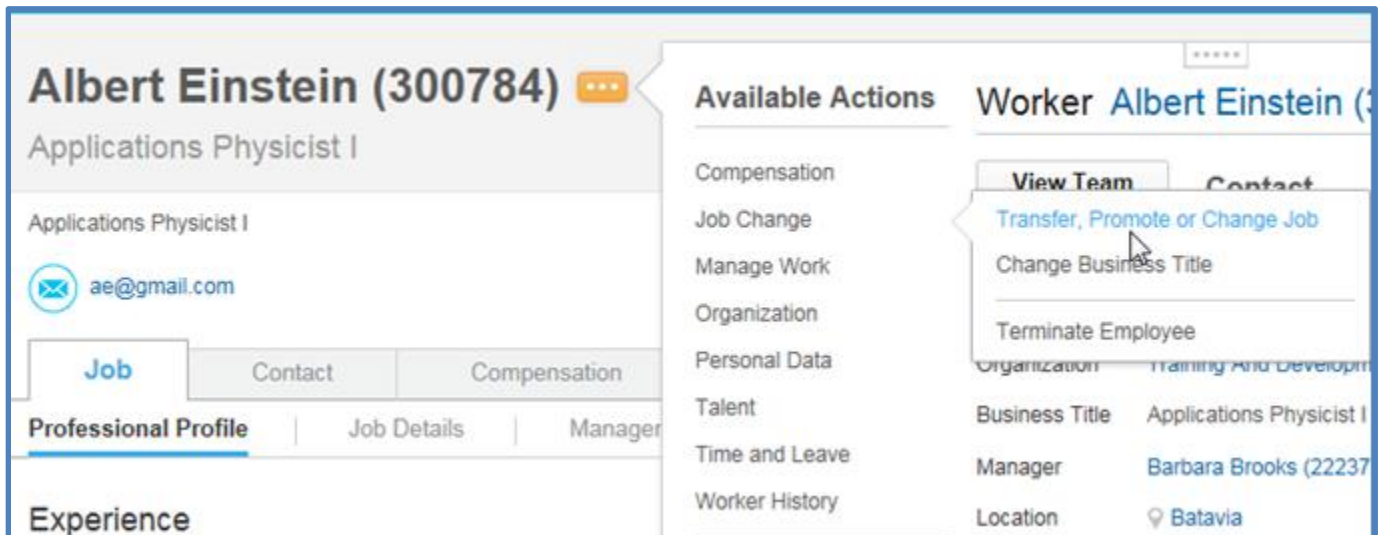
Applications Physicist I


 ae@gmail.com

**Job** | Contact | Compensation | Performance

**Professional Profile** | Job Details | Management Chain | Timeline


5. Click **Job Change > Transfer, Promote or Change Job** from the Available Actions.



**Albert Einstein (300784)** 

Applications Physicist I

Applications Physicist I

 ae@gmail.com

**Job** | Contact | Compensation

**Professional Profile** | Job Details | Manager

**Experience**

**Available Actions**

- Compensation
- Job Change
- Manage Work
- Organization
- Personal Data
- Talent
- Time and Leave
- Worker History

**Worker Albert Einstein (300784)**

**View Team** | **Contact**

- Transfer, Promote or Change Job
- Change Business Title
- Terminate Employee

Organization | Training And Development

Business Title | Applications Physicist I

Manager | Barbara Brooks (22237)

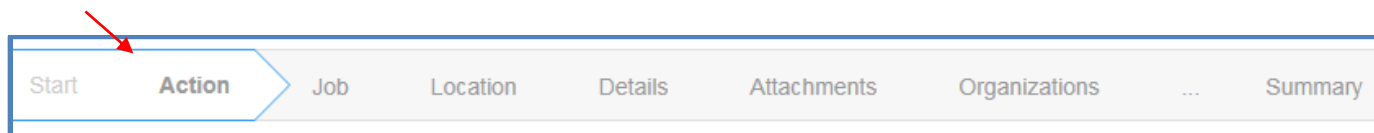
Location | Batavia

6. Click the manager's name to open the fields.
7. Click the prompt and update the following fields as appropriate:
  - Who will be the manager after this change?
  - Which team will this person be on after this change?
  - Where will this person be located after this change?

**NOTE:** The location will default based on the selection of the team.

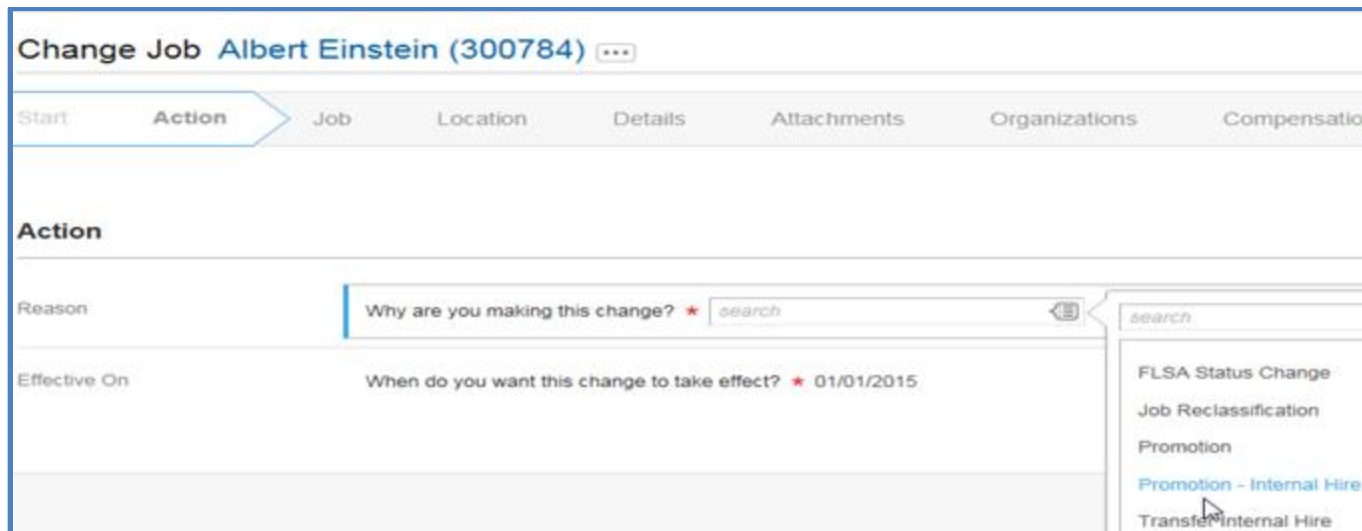
8. Click **Start**.

The chevrons across the top indicate the sections to complete the job change process.



### Action

1. Click the Reason field to open it.



2. Click the Prompt and select :

- **Promotion** – if the position the employee is moving into was not posted on the Fermilab website as an open position.

OR

- **Promotion – Internal Hire** – if the position the employee is moving into was posted on the Fermilab website as an open position.

<u>REASON</u>	<u>DEFINITION</u>
Promotion	Promotion to a position that was externally posted
Promotion – Internal Hire	Promotion to a different position that was not externally posted

**NOTE:** If Promotion is selected, this promotion is charged against the DOE fund.

3. **Effective On:** Enter the date the promotion should take effect.

**NOTE:** For monthly workers:

If the promotion is before mid-month, set the date to the beginning of the month.

If the promotion date is after mid-month, set the date to the next pay period.

For weekly workers:

Select the following Monday.

4. Click **Next**.

### Move

**NOTE:** The Move section will not display if the worker is not moving to a new organization.  
Continue to the Job section.

1. Click the red asterisk to open the fields.
2. Select the appropriate action for the opening left on your team:

ACTION	DEFINITION
I plan to backfill this headcount	You plan to fill this empty position
Move this headcount to the new manager	Remove this position from my department's headcount
Close this headcount	You do not plan to fill this empty position

3. Check the overlap checkbox if applicable.

**NOTE:** Job overlap allows for multiple workers to fill the same position during a transition period. This allows time for the replacement worker to be trained prior to the existing worker leaving this position. The worker leaving this position must have a termination end date entered in FermiWorks to allow for job overlap.

4. Click **Next**.

### Job

**NOTE:** There must be an approved Job Requisition completed for the position the employee is moving into prior to performing the Change Job – Promotion process in FermiWorks.

**03.15.2015**

5. Click Position to open the fields.
6. Click Prompt to display the Vacant Positions. Select the new position to promote the employee into. Click **Done**.
7. Check the Close the current position checkbox to close the position the employee is moving out of if applicable.
8. Check the current position available for overlap checkbox if applicable.

**NOTE:** Job overlap allows for multiple workers to fill the same position during a transition period. This allows time for the replacement worker to be trained prior to the existing worker leaving this position. The worker leaving this position must have a termination end date entered in FermiWorks to allow for job overlap.

The Job Profile and Business Title fields auto populate from the approved job requisition.

9. Click **Next**.

#### Location

The **Location** auto populates based on the location entered on the approved Job Requisition.

The **Scheduled Weekly Hours** auto populate based on the hours entered on the approved Job Requisition.

Click **Next**.

#### Details

1. Review the job change details. Make any necessary changes.

**NOTE:** Do **NOT** change the Default Weekly Hours.

The FTE% reflects the number of hours for this position as a percent over 40.

**NOTE:** The Notify By date auto populates based on the date entered for the change to take effect.

2. Click **Next**.

**03.15.2015****Attachments**

1. Click the **+** to open the Attachments section.
2. Click **Attach** and select the file to support the promotion (i.e., Promotion/Equity Job Change Justification Form). Any other documents such as letters of recommendation can also be uploaded here.

**NOTE:** A justification form **MUST** be attached to verify the promotion.

3. Click **Next**.

**Organizations**

1. Review/Complete the organization assignments and make any changes required based on the job change.

**NOTE:** Verify the Cost Center has not changed since the job requisition was approved.

2. Click **Next**.

**Compensation**

1. Click the **Employee Visibility Date**. This is the date on which the worker will see the compensation change in FermiWorks.
2. Enter the appropriate date for the **Employee Visibility Date**. Enter a date one week from the effective date. Scroll down to the Actions section to see the effective date.

**NOTE:** This date should occur after the discussion with the employee regarding the promotion. This date must be after the effective date entered in the Action section.

3. Click **0.01 Monthly** in the Proposed column of the Compensation section to change the worker's compensation.

For salary workers:

Click Assignment Details in the Salary row in the Proposed column.

For hourly workers:

Click **No Change** in the Hourly row in the Proposed column if the worker is paid hourly.

4. Enter the new **Amount**. The Amount Change and Percent Change will auto populate.

**NOTE:** Do not remove the Merit details that auto populate.

5. Click **Next**.

**Summary**

1. Review the **Summary** of the job change.
2. Enter any appropriate **Comments** to support the job change.

**NOTE:** Any of the fields can still be updated.

3. Click **Submit**.

A housing or a stipend allowance can also be entered here. If there is no allowance or stipend, hover over each section and click the — sign in each section. Each section must be closed to move to the next window.

4. Move the mouse into the allowance row. A — displays. Click — to close the row.
5. Move the mouse into the stipend row. A — displays. Click — to close the row.
6. Click **Submit**.

**View Job Promotion Progress Status**

1. Open your FermiWorks Inbox.
2. Click **View Inbox**.
3. Click the **Archive** Tab.
4. Click the **Promotion** Action.
5. Click the **Process** tab.
6. Review the table to see the status.